



Governor's Office for Children

Larry Hogan, Governor

Boyd R. Rutherford, Lt. Governor

Jaclin Warner Wiggins, Acting Executive Director

To: Local Management Board Chairs and Points of Contact

From: Kim Malat, Deputy Director, Governor's Office for Children

Date: April 19, 2018

Re: FY18 Notice of Funding Availability Question and Answer Recap #4

1. The salary line of the budget requires 4 lines in Columns G-L for the budget narrative. When I type it, not all the narrative shows. Do I add lines to the table? How to handle this?

I would not add lines - they won't align properly. Instead, right click on the sheet tab and select "unprotect". Then place the cursor in cell G-L where you want to type the budget narrative. Then, at the top under "Alignment", select "Wrap Text". This will make the text wrap around and fill up the cell. To see all the text entered in the cell, you will have to expand the row to see it. For example, if you are working on the salaries line #9, do the above, and enter your text. Then, go to the far left of the page, select the number 9 for the line, and move the cursor until it looks like a line with an arrow above and below. Then, click and move the cursor down, changing the height of the line so that all the entries show.

2. On page 2 of the budget for Board Support, the line 18 column G for rent/mortgage narrative is grey. Is ok to type in the box?

Yes, but the page was protected. I unprotected the page, and removed the gray shading and saved a revised version of the file on the Google Drive. As a reminder, be careful with unprotected sheets and use the "clear contents" function and not "delete" when correcting information in a cell in order to avoid erasing formulas.

3. The county has requested that we include \$5,000 fringe in our budget for the Local Care Team coordinator position – above and beyond what would be awarded separately by the Office. I want to verify that this would be included in Board Support under fringe and we will make sure the narrative clearly indicates that it is for the Local Care Team coordinator position. Is this correct?

Yes – please include on the fringe line as you have noted and show the calculation in the budget narrative.

4. During planning conversations, the Board suggested allocating some base funding to support families involved with the Local Care Team, particularly to provide respite and/or programming that could address challenges linked to out-of-home placements for families who either cannot afford the programs, or have exhausted

their personal resources. Our assumption that would go into the program section and linked to the program outcomes for the Local Care Team. Is this considered an allowable expense?

This would not be allowable - for a few reasons. First, it sounds like what the Board is proposing is flex funds which are not allowable. Second, this "program" does not appear comply with the NOFA guidelines related to Strategic Goals. The Board is free to offer such supports with non-Children's Cabinet funding if there is a revenue source that works for that purpose.

- 5. The Board voted at the last NOFA planning session to not fund a FY18 program in FY19. Instead, the Board proposes to use the money for strategic planning in FY19 with implementation of a new program in FY20. Is this allowable?**

This is addressed in the NOFA on page 5 and copied below:

Planning

Boards may request to utilize base funding for planning activities. This request should include a thorough description of the specific planning activities that require funding, a detailed timeline of planning activities and an exact budget of proposed expenditures. It is not necessary to propose performance measures for planning activities identified in the application.

- 6. I have two questions about program effectiveness: (1) If programs are below their target on performance measures by 2% or less and meet their other targets, can the programs be included in the FY19 application; and (2) If the programs meet their target in the "How Many" category but not meet their targets in "Better Off", can the program be included in the FY19 application?**

The NOFA (page 22) requires that for existing programs, the Board provide evidence of effectiveness as follows:

- ii. For an existing program/strategy, this will be demonstrated through a brief summary of no less than three (3) years of the program's/strategy's prior performance measures which must include FY15-FY18 performance measure data currently displayed in the Results Scorecard.*
- iii. For an existing program/strategy that was first funded in FY17 or FY18 for which there is not at least three (3) years of performance measure data, this will be demonstrated through a discussion of the program's/strategy's available performance measure data and the research.*

Page 27 includes additional instruction:

For each existing program/strategy proposed for funding, please include in the narrative:

- a. How the Board prioritized the program/strategy. What was the process for determining that this particular program/strategy will meet the needs of the community?*
- b. A complete description of the program/strategy, including target population to be served.*
- c. Evidence of effectiveness as demonstrated by a brief summary of no less than three (3) years of the prior performance measures for the program/strategy including performance measure data currently displayed in the Results Scorecard. This will include:*
 - i. A summary of the performance data for the following questions: How much work was done? How well was the work done? Is anyone better off?*
 - ii. A description of the story behind the data and the direction it is heading. If the data are trending in the wrong direction, what are the causes and forces at work that are contributing to this direction?*
 - iii. Any new performance measures proposed for FY19 that will determine effectiveness. Limited to no more than two (2) measures per question (How much work was done? How well was the*

- work done? Is anyone better off?) representing those headline measures that are most valuable in assessing the impact of the program/strategy on the prioritized indicator.*
- iv. *How each program/strategy is meeting the needs of the jurisdiction by enhancing or expanding on existing programs/strategies or fills a gap in services.*
 - v. *For an existing program/strategy that was first funded in FY17 or FY18 for which there is not at least three (3) years of performance measure data, this will be demonstrated through a discussion of the program's/strategy's available performance measure data and the research.*

There are no guidelines that address if targets are not met (these would be targets agreed by the Board and the vendor since there are no targets for performance measures that are approved by the Office). It is up to the Board to determine the effectiveness of its programs using the above parameters and the data and to make the case that the program will work/has been working to turn the curve and make things better in the community.

7. We are proposing a contractual position for a program coordinator to develop a coalition. Are performance measures required?

Yes, performance measures are required for all programs/strategies except for planning.

Please note that for the question below (originally included as question #5 in recap #3), the Office would like to clarify its response (see revised response below in italics):

Can a portion of the Local Care Team funding support another position for the Local Care Team such as a parent advocate or navigator?

Original Response - The Board may elect to use base funding to support other Local Care Team positions, but the coordinator funding is meant specifically for the coordinator.

Revised Response - The Board may elect to use base funding to support other Local Care Team positions, but the coordinator funding is meant specifically for the coordinator *functions*. *A Board may elect to designate more than one staff person to handle the coordinator responsibilities – for example, separating the clinical and administrative duties.*